

U.S. Government Printing Office (GPO)
Southampton Office Park
Suite A-190
928 Jaymore Road
Southampton, Pennsylvania 18966

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Books and Pamphlets by the Printing Process
(copying and duplicating are not acceptable)

as requisitioned from the U.S. Government Printing Office (GPO) by

Various Government Departments and Agencies

Single Award

The term of this contract is for the period

beginning July 1, 2003 and ending June 30, 2004

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalence. At a future date metric measurements will be used exclusively in all specifications.

For information of a technical nature call Cheryl D. Hall (215)-364-6465 (no collect calls), or direct e-mail to chall@gpo.gov.

BID OPENING: June 26, 2003

Bids shall be publicly opened at 2:00 PM, prevailing Philadelphia, PA time.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

SUBCONTRACTING: The provisions of GPO Pub. 310.2 are modified to permit subcontracting of fold-ins.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- | | |
|---|-----------|
| (a) Printing (page related) Attributes | Level III |
| (b) Finishing (item related) Attributes | Level III |

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Government Furnished Materials/OK Proofs
P-8. Halftone Match (Single and Double Impression)	Camera Copy/Government Furnished Materials/OK Proofs
P-9. Solid and Screen Tint Color Match	Government Furnished Sample Pantone Matching System

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order may be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the various Government Departments and Agencies. Orders may be issued under this contract from July 1, 2003 through June 30, 2004. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source. The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of various self and separate cover books and pamphlets requiring such operations as electronic prepress, film and plate making, printing, binding, packing, mailing and distribution.

Note: Production must be achieved by the printing process. Reproduction by copying or direct image masters is not acceptable.

TITLE: Books and Pamphlets for Federal Printing Region No. 2-I.

FREQUENCY OF ORDERS: Approximately 20 orders per year (5 orders for Format "A" and 15 orders for Format "B").

QUANTITY: Approximately 90 to 10,000 copies per order with an average of 2,200 copies per order. **NOTE:** An occasional order may require over 10,000 copies.

NUMBER OF PAGES: Approximately 20 to 1,200 pages per order with an average of 244 text pages (Perfect Bound) 48 text pages (Saddle Stitched) and 334 text pages (Looseleaf) per order. Approximately 90% of all orders will require separate paper covers. Approximately 5% of all orders will require approximately 6 fold-ins per order (usually printed one side only). **NOTE:** An occasional order may require over 1,200 pages.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format A will include any trim size up to and including 152 x 241 mm (6 x 9-1/2") (including album style). Approximately 25% of the total orders.

Format B will include any trim size over 152 x 241 mm (6 x 9-1/2") up to and including 216 x 279 mm (8-1/2 x 11") (including album style). Approximately 75% of the total orders.

GOVERNMENT TO FURNISH: Reproduction line copy, photoprints for halftone illustrations, and/or offset films.

Electronic Media:

Platform: Macintosh – 7.8x operating system; IBM – Windows, 95, 98 or NT operating systems.

Storage Media: 89 mm (3-1/2") floppy disk(s), 100 MB Zip disk(s) or cartridges (various mediums).

Files will be provided in the form of native, EPS and/or TIFF format and will have been prepared on either Macintosh 7.0 or higher, or IBM (or compatible) with Windows platform.

Software programs used on the Macintosh platform will be Adobe PageMaker, Quark Xpress, Macromedia Freehand, Adobe Illustrator, and Adobe PhotoShop; and programs used with Windows will be Adobe PageMaker, Corel Draw, Adobe Illustrator, and In Design. Current or near current versions of the above mentioned programs will be used.

Fonts: All printer and screen fonts will be furnished on the majority of the orders. An occasional order may require the contractor to furnish the required fonts. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

GPO Form 952 "Desktop Publishing - Disk Information" will be provided with all disks.

Preaddressed, gummed, ungummed and pressure sensitive mailing labels for a few orders. Electronic media for output of address labels, or for printing addresses on publications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications (See Attachment No. 1).

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date carried on copy, film or electronic media, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Contract Administrator at (215) 364-6465.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Digital Deliverables: Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

When image processing is required, the contractor is responsible for checking files contained on the furnished disks or cartridges to insure that such features as bleeds, register marks and correct file output selection have been provided for, so as to correctly produce the job. The contractor must supply necessary trapping. The contractor must generate films on a high resolution image processor.

FILMS: The contractor must make all films required. All halftones are to be 133-line screen or finer. Screened prints and/or velox prints are unacceptable for halftone illustrations. Films may be opaqued on either the emulsion or non-emulsion side. The films delivered to the Government, whether furnished by the Government or made by the contractor, must be the films that were used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

PROOFS: Proofs will be required on approximately 20% of orders. When so indicated on the print order, contractor will be required to submit velox or similar high quality photographic proofs, color keys (or similar) for multiple-color products, or dylux (or similar) for single-color products.

Dylux (or similar) shall consist of complete signatures with all illustrations in proper position (not pasted up), and all pages imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product. At contractor's option, digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished.

At contractor's option, digital color proofs (Kodak Approval, Iris, Rainbow, or similar) may be furnished. If digital proofs are provided, the make and the model number of the proofing system utilized shall be furnished with the proofs.

One piece laminated color proofs. At contractor's option, digital color proofs (Kodak Approval, Screen TrueRite, or similar) with a minimum resolution of 1800 dpi may be furnished. Proofs will be used for color match on the press.

These proofs must have all elements in proper position. The proofs should have color control bars, tint patches and dot gain scale (such as Brunner, GATF, GRETAG, or RIT) repeated across sheet. If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

If any contractor's errors are serious enough in the opinion of the Government Printing Office to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of and "OK to Print".

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s). Slight variations in shade will be permitted.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine. The paper to be used will be indicated on each print order.

Text and Fold-ins:

White Offset Book, grammage 75 or 90 g/m² (basis weight: 50 and 60 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60.

Colored Offset Book, grammage 75 g/m² (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A63.

White and Colored Writing, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10.

White Litho (Gloss) Coated Book, grammage 105 g/m² (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A180.

Cover:

White and Colored Index, grammage 200 g/m² (basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

White Litho (Gloss) Coated Cover, grammage 215 g/m² (basis weight: 80 lbs per 50 sheets, 20 x 26"), equal to JCP Code L10.

White and Colored Vellum Finish Cover, grammage 135 or 175 g/m² (basis weight: 50 or 65 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20.

PRINTING: *Reproduction by copying or direct image masters is not allowed under this contract.*

The major portion of the work ordered under this contract will print in black ink. However, an occasional order may require printing in a color or colors other than, or in addition to black, on text, covers, and/or fold-ins. Match Pantone number(s) as indicated on the print order.

While it is anticipated that most of the publications ordered under these specifications will consist of typematter and line illustrations, some publications will also contain halftones and/or duotones. Several orders will require reverse printing on cover pages. All lengthwise backstrip titles must read down, unless otherwise specified on print order.

An occasional order may require fold-ins or similar material larger than page size that may be printed on one side only or both sides. The majority of fold-ins ordered will be printed one side only. An average fold-in will be for two (2) units each. Maximum length of fold-ins (including apron) will be 1 143 mm (45").

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Margins will be as indicated on the print order or furnished copy. Cover and text pages may bleed.

BINDING: Various binding styles will be ordered in each of the Formats in accordance with these specifications. Each print order will contain complete binding instructions.

Saddle-Stitched Products:

Fold, inset, saddle-wire stitch with two wire stitches, with or without separate paper cover, and trim three sides. Covers trim flush.

An occasional order will require paste-on-fold and trim three sides in lieu of saddle stitching.

Perfect-bound Products:

Fold, gather, perfect-bind with separate wraparound glued-on paper cover, and trim three sides. Covers trim flush.

Loose-leaf Products:

Fold, gather and trim four sides; perforate on the fold, gather, trim three sides; stitch with one stitch in the upper left corner or two side stitches; as specified on print order. Separate two-piece covers will be required on some orders.

NOTE: Contractor must have the capability of side stitching publications up to 25 mm (1") in thickness.

Banding with 50 mm (2") kraft paper band, kraft wrapping or shrink-film wrapping of individual books may be required in lieu of stitching. Bind with 3 non-rust metallic screw posts or bind with plastic combs of suitable capacity in various colors may be required on a few orders. An additional charge will be allowed for these operations when ordered.

Fold-ins:

Fold-ins may require up to five folds, with the majority consisting of parallel folds only. An occasional order may require angle folds. Fold-ins will be ordered tipped-in or inserted throughout text, or gathered in sets at the end of text. Specific instructions for placement of fold-ins will be furnished with the print order.

When angle folds are required, fold-ins are to be lipped or angle cut for easy opening. Drill like text (when required).

Perforating: An occasional order may require individual leaves to be perforated (slit or slot) off the fold. Perforations may be ordered horizontal or vertical, as specified on the print order.

Additional Folding: Occasionally, pasted pamphlets of 16 pages or less will require one additional fold down to one-half the specified trim size.

Drilling or Punching: Orders may require drilling up to seven round holes. The majority of these orders will be ordered with 3-hole drilling. Punching of up to 30 rectangular shaped holes may be required on a few orders. NOTE: Drilling or Punching specifications on the individual print order or furnished sample must be followed exactly.

Wafer Seal or Tab: An occasional order may require sealing with a wafer seal or similar type tab that meets U.S. Postal Regulations for mailing.

PACKING: The method of packing will be indicated for each individual job. All materials used in packing for distribution must be furnished by the contractor, and must be suitable for safe transportation by mail, common carrier, or messenger delivery.

Individual orders may require kraft wrapping, shrink-film packaging, banding, inserting in Kraft envelopes, cushioned shipping bags, shipping bundles, packing and sealing shipping and mailing containers, packing on pallets, and marking packages and shipping bundles or containers by printing, stenciling, or labeling.

Shipping containers shall not exceed 20.4 kg (45 pounds) for bulk shipments when fully packed. Exception: Weight limitation may be exceeded to comply with specifications when a specific quantity per shipping container or bundle is ordered.

Shipping containers must be made in accordance with ASTM D5118 and any amendments thereto and shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 Newtons per meter width (44 pounds per inch width).

Pallets, when specified, will be required when the 20.4 kg (45 pound) shipping containers fill two layers or more on the pallet. Do not intermix orders on pallets.

Bulk Deliveries/Shipments: Pack in shipping containers.

Mailed Shipments:
Single copies may be mailed as self-mailers.

Insert single or multiple copies (up to 200 leaves) into Kraft envelopes.

Quantities over 200 leaves, up to 5.4 kg. (12 pounds), must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 6.4 kg (14 pounds).

Quantities over 5.4 kg (12 pounds), up to 10.9 kg (24 pounds), must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 12.2 kg (27 pounds).

Quantities over 10.9 kg (24 pounds), up to 16.3 kg (36 pounds), must be packed in shipping containers (maximum gross weight 18.1 kg (40 pounds).

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. On some orders the contractor may be required to print labels on a color of paper, other than white, or with a color of ink other than black, as indicated on the print order or otherwise.

Affix a label to each copy mailed as a self-mailer and/or each unit of mail packaged in Kraft envelopes, cushioned shipping bags, shipping bundles and containers. An occasional order may require the output of address labels from furnished electronic media.

Parcels containing books of 24 or more pages, permanently bound (including wire stitching) which are shipped via parcel post must be marked: "Books - Bound" to show nature of contents.

Bar Coding—A few orders may require bar coding of the stock numbers on shipping containers for products produced under these specifications. The contractor shall produce "Bar Code Markings" on shipping containers in accordance with Federal Standard Number 123. The contractor must use the DOD Military Standard Symbolology for marking as specified in MIL-STD-1189. All bar code labels on cartons and inter packages (including shrink wrap) must be readable with a wand scanner. All bar code labels must be printed. Duplicating or copying of the labels is not acceptable.

Warehouse "Unit of Issue" labels must be affixed to the outside of kraft packages. It may be placed on the ends of the packages, if possible, or on the face of package in the lower left area of package.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address listed on the print order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: All bulk shipments (over 54.4 kg (120 lbs.) to Pennsylvania, New Jersey and Delaware are f.o.b. destination. All other bulk shipments and United States Postal Service mailing are f.o.b. contractor's city. Approximately 30% of all bulk shipments are to Philadelphia, PA or Mechanicsburg, PA and 30% of the balance within a 125 mile radius of Philadelphia, PA, and 10% outside of the 125 mile radius of Philadelphia, PA.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Orders which result in mailings of less than 200 pieces or less than 22.7 kg (50 lbs.) will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the voucher for billing.

The contractor is cautioned that labels containing "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

The contractor is required to fill in all applicable U.S. Postal Service forms and submit in duplicate to the entry post office. The post office, after mailing, will return a verified copy of the form to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, Jacket Number.

The contractor will be responsible for the annual bulk mailing fee and any required advanced deposit to the post office (for business without established postal use history, as the post office may require). The contractor will be reimbursed only for the actual postage cost incurred for the mailings.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Contractor will be required to pickup print order, copy, furnished material and proofs (when required) at: U.S. Government Printing Office, Regional Printing Procurement Office, Southampton Office Park, Suite A-190, 928 Jaymore Road, Southampton, PA 18966.

No specific date is set for submission of proofs unless specified on the print order. Proofs must be submitted as soon as possible to allow of revised proofs if the contractor's errors are judged serious enough to require them.

When shipments are consigned to addresses within the states of Pennsylvania, New Jersey and Delaware the schedule date indicated on the print order must be accepted as the date delivery is made to the destination and not the date of delivery to a common or other carrier.

Deliveries consigned to all other addresses must be shipped on date indicated on the print order.

Approximately 10% of all orders will require complete production and distribution within 5 to 9 workdays after notification of availability of Government furnished material, 76% within 10 to 15 workdays, 8% within 16 to 20 workdays, 3% within 21 to 25 workdays and 3% over 25 workdays.

Unscheduled material such as shipping documents, instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Return of Government Furnished Material:

The contractor must return all camera copy and/or negatives furnished by the Government along with any negatives made by the contractor. These materials must be packaged and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate receipt for these materials at any time during the contract.

All expenses incidental to returning materials and furnishing sample and random copies must be borne by the contractor.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during this period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

	(1)	(2)	(3)	(4)		
I.					IV.	
1.	104	360	2,288	7,920	(a)	8,800
2.	248	988	5,456	21,736	(b)	0
3.	676	1352	14,872	29,744	(c)	0
4.(a)	0	12	0	264	(d)	0
(b)	0	0	0	0	(e)	22
5.(a)	4	12	88	264	(f)	0
(b)	0	0	0	0	(g)	0
					(h)	16,016
II.	(1)	(2)			V.	
(a)	3,880	10,241			(a)	399
(b)	7,208	19,019			(b)	10
(c)	0	0				
(d)	0	0				
(e)	22	58				
(f)	0	0			VI.	
(g)	22	58			1.(a)	1025
(h)	0	0			(b)	51
(i)	0	0			2.(a)	0
(j)	88	228			(b)	0
(k)	88	228			(c)	2,000
III.	(1)	(2)			(d)	410
(a)	499	1,499			(e)	58
(b)	2	16			(f)	32
(c)	2	16			(g)	152
(d)	5				(h)	75
(e)	399				(i)(1)	4
(f)	12				(2)	80
					(3)	26

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all bulk shipments (over 54.4 kg (120 lbs.) to addresses within the states of Pennsylvania, New Jersey and Delaware and f.o.b. contractor's city for all other destinations and USPS mailing.

Bids for each item listed in its respective format group, as defined in Section 2.- Specifications, must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive. An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size, up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING AND BINDING: The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications; and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered, and its respective "Format" trim size group, as defined in Section 2.- Specifications. The cost of all required paper must be charged under Item II.

Text and Cover Pages (printing in a single ink color): A charge will be allowed for "each page", whether printed or blank, contained in the product(s) ordered. Each text leaf contains two pages, and each complete cover contains four pages. Unless specifically ordered otherwise, no more than three blank pages shall be permitted at the end of the text.

Four-page products perforated on the fold, must be charged under Item 3 as a loose-leaf product.

Adhesive strip bound products must be charged under Item 3 as a loose-leaf product.

Fold-ins (printing in a single ink color): A charge will be allowed for each "fold-in unit", based on the maximum square-inch size for each "Format" group, as defined in Section 2.- Specifications. The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square-inch size of its respective "Format" group, with any fractional remainder being counted as a whole.

Prices offered for item 4(a) must be all-inclusive for printing fold-ins on one side only, and binding; and must include the cost of film imposition, platemaking, press makeready and running, ink, cutting, folding, tipping-in or inserting throughout text or gathering in sets at the end of the text, as indicated.

Prices offered for item 4(b) must be all-inclusive for printing fold-ins on the second side, in the same single ink color as used on first side; and must include only the cost of film imposition, platemaking, press makeready and running, and ink.

The cost of all required paper must be charged under Item II, with each fold-in unit counted as a single leaf in the applicable "Format" group. The cost of lipping or angle cutting, if required, must be charged under item IV.

Additional Color(s): Prices offered for item 5(a) shall include only those costs necessary for printing a single text or cover page in a color in addition to the first ink color charged for under Items 1, 2 and 3.

Prices offered for item 5(b) shall include only those costs necessary for printing each side of a fold-in unit in a color in addition to the first ink color charged for under Item 4.

(Initials)

SECTION 4. - SCHEDULE OF PRICES

	<u>Makeready and</u> <u>Setup Charges</u> (Formats)		<u>Running Charges</u> <u>Per 100 Copies</u> (Formats)	
	A	B	A	B
	(1)	(2)	(3)	(4)
1. Saddle stitched: Printing in a single ink color, including bindingeach page.....	\$_____	\$_____	\$_____	\$_____
2. Perfect bound: Printing in a single ink color, including bindingeach page.....	\$_____	\$_____	\$_____	\$_____
3. Loose-leaf Products: Printing in a single ink color, including bindingeach page.....	\$_____	\$_____	\$_____	\$_____
4. Fold-ins: (a) Printing in a single ink color on one side only, including binding.per fold-in unit.....	\$_____	\$_____	\$_____	\$_____
(b) Printing on second side (same ink color as first side)per fold-in unit.....	\$_____	\$_____	\$_____	\$_____
5. Additional Color(s): Printing text, covers, and/or fold-ins in an additional color or colors: (a) Printing text or cover in a color in addition to the first single ink color press run charged for under items 1, 2 and 3each page.....	\$_____	\$_____	\$_____	\$_____
(b) Printing fold-ins in a color in addition to the color charged for under item 4.....per sideper fold-in unit.....	\$_____	\$_____	\$_____	\$_____

(Initials)

SECTION 4. - SCHEDULE OF PRICES

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following --

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

Fold-ins - One page-size leaf will be allowed for each "fold-in unit" (based on the maximum square-inch size of the "Format" group ordered). The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square-inch size of its respective "Format" group, with any fractional remainder being counted as a whole.

	<u>Per 100 leaves</u>	
	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
(a) White Offset Book 75 g/m ² (50-lb.) or White Writing 75 g/m ² (20-lb.).....	\$_____	\$_____
(b) White Offset Book 90 g/m ² (60-lb.).....	\$_____	\$_____
(c) Colored Offset Book 75 g/m ² (50-lb.) or Colored Writing 75 g/m ² (20-lb.).....	\$_____	\$_____
(d) White Litho (Gloss) Coated Book 105 g/m ² (70-lb.).....	\$_____	\$_____
(e) White Vellum-Finish Cover 135 g/m ² (50-lb.).....	\$_____	\$_____
(f) Colored Vellum-Finish Cover 135 g/m ² (50-lb.).....	\$_____	\$_____
(g) White Vellum-Finish Cover 175 g/m ² (65-lb.).....	\$_____	\$_____
(h) Colored Vellum-Finish Cover 175 g/m ² (65-lb.).....	\$_____	\$_____
(i) White Litho Coated Cover 215 g/m ² (80-lb.).....	\$_____	\$_____
(j) White Index 200 g/m ² (110-lb.).....	\$_____	\$_____
(k) Colored Index 200 g/m ² (110-lb.).....	\$_____	\$_____

(Initials)

SECTION 4. - SCHEDULE OF PRICES

III. FILMS: The prices offered shall be all-inclusive for producing films in accordance with the terms of these specifications; and shall include the cost of all required materials and operations, as applicable. No charges will be allowed for films furnished by the Government.

Trim/Page-Size Film: One basic charge will be allowed for each color on each printed page or side (face or back) of the product as applicable to its respective "Format" group. a backstrip, if required, shall be considered part of cover page 1; therefore, separate charges for a backstrip shall not be accepted. Any additional components required, other than strip-ins, as defined in Item (d), will be allowed under "Illustration Films", below.

Film for Fold-ins: Film for fold-ins shall be charged in total page-size units, with any fractional remainder being counted as a whole unit.

Per Film	
<u>Format A</u>	<u>Format B</u>
(1)	(2)

(a) Page-size unit.....\$_____ \$_____

Illustrations: An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered should include the cost of all materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film. A flat tone shall be charged as a line illustration. A duotone halftone (each color) shall be charged as a square-finish halftone illustration.

Fold-in illustrations will be based on the printed image, and when the printed image covers more than one page-size unit a charge will be allowed for each page-size unit the image covers.

Per Film	
<u>Format A</u>	<u>Format B</u>
(1)	(2)

(b) Line.....\$_____ \$_____

(c) Square-finish halftone.....\$_____ \$_____

(d) Strip-ins (including film).....per strip-in.....\$_____

Charge under "Strip-ins" provides for making a film of folio line, signature line, imprint, or other minor correction and stripping into position. Only one charge will be allowed for each strip-in regardless of the number of sides stripped together.

(e) Dylux proofs (or similar)
/digital proofs.....each page-size unit.....\$_____

(f) Color Key proofs (or similar)
/digital proofs per color.....per trim/page size unit.....\$_____

(Initials)

SECTION 4. - SCHEDULE OF PRICES

IV. ADDITIONAL OPERATIONS: The prices offered for each of the following operations must include the cost of all required materials and operations.

- (a) Kraft wrapping or Shrink-film packaging.....each package.....\$ _____
- (b) Perforating (slit or slot) off the fold.....per 100 leaves.....\$ _____
- (c) Additional folding (products 16 pages or less).....per 100 copies.....\$ _____
- (d) Banding with Kraft paper bands.....per 100 bands.....\$ _____
- (e) Binding with plastic combs of suitable capacity (including punching and cost of plastic combs).....per 100 books.....\$ _____
- (f) Binding with 2 or 3 metallic screwposts (including the cost of screwposts furnished by the contractor.....per 100 copies.....\$ _____
- (g) Lipping or angle cutting (at contractor's option) fold-ins over page depth.....per 100 fold-ins.....\$ _____
- (h) Drilling (each run).....per 100 leaves.....\$ _____

A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 35 mm (1-3/8 inches). Four holes will be the maximum for any one run. When drilling pamphlets or books with separate covers, each thickness or cover stock will be counted as three leaves; each ply of a fold-in will be counted as a single leaf.

V. ELECTRONIC PREPRESS: The prices offered must be all-inclusive for negative output and shall include the cost of all materials and operation as applicable. NOTE: Output of original or revised pages from electronic media will be charged under Item (a). Revisions to electronic media made by the contractor will be charged under Item (b).

- (a) Output from electronic fileper page/per color.....\$ _____
- (b) System Timework.....per hour.....\$ _____

(Initials)

SECTION 4. - SCHEDULE OF PRICES

VI. PACKING AND SEALING FOR DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of Kraft envelopes, cushioned shipping bags, shipping containers, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

1. Bulk shipments (other than by mail):

- (a) Packing and sealing shipping containers
(up to approximately 20.4 kg (45 lbs.) capacity).....each container.....\$_____
- (b) Palletizing.....each pallet.....\$_____

2. Mailing, includes affixing labels and delivery to a post office:

- (a) Addressing self-mailers.....per 100 copies.....\$_____
- (b) Wafer Seal or similar tabbing.....per 100 copies.....\$_____
- (c) Single copy in Kraft envelope.....each envelope.....\$_____
- (d) Multiple copies in Kraft envelope (up to 200 leaves)..each envelope.....\$_____
- (e) Single or multiple copies over 200 leaves,
up to 5.4 kg (12 lbs.), in cushioned shipping
bags, or wrapped in shipping bundles (maximum
gross weight 6.4 kg (14 lbs.).....each bag or bundle....\$_____
- (f) Quantities over 5.4 kg (12 lbs.), up to 10.9 kg
(24 lbs.), wrapped in shipping bundles, or packed in
shipping containers, at contractor's option
(maximum gross weight 12.2 kg (27 lbs.).....each bundle or container....\$_____
- (g) Quantities over 10.9 kg (24 lbs.), up to 16.3 kg
(36 lbs.), packed in shipping containers (maximum
gross weight 18.1 kg (40 lbs.).....each container.....\$_____
- (h) Addressing additional labels for more than
one parcel per destination.....each label.....\$_____

	Per 100	
	Inner	Per
	Package	Carton
<u>Makeready</u>	<u>Labels</u>	<u>Label</u>
(1)	(2)	(3)

- (i) Bar code labels - prices must include cost of
printing and labeling per order.....\$_____ \$_____ \$_____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the_____

Post Office located at Street Address_____

City_____, State_____, Zip Code_____.

BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4.- Schedule of Prices", initial and/or sign each in the space provided and submit attached to completed and signed copies of GPO Form 910, "Bid." Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

NOTE: BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET ON GPO WEBSITE, MUST ACCESS THE GPO FORM 910 "BID" FROM GPO WEBSITE ADDRESS www.access.gpo.gov/procurement/bids910.pdf AND SUBMIT ALONG WITH THE SCHEDULE OF PRICES AS REQUESTED BY THESE SPECIFICATIONS.

ATTACHMENT NO. 1

GPO Form 905
(R 3-90) P. 57762-6

LABELING AND MARKING SPECIFICATIONS

INNER PACKAGES: Each inner package must be marked or labeled with the following: department name and requisition number, form number (including revision date, if any), title, and quantity. Mark or label boxes and wrapped packages on one end (not top, bottom, or sides), banded packages on the band, and tied packages on the chipboard or newsboard. Shrink film packages must be labeled, not marked, on the top or the end; labels may be placed inside the wrap.

SHIPPING CONTAINERS: Each shipping container must have a shipping label applied to one end (not top, bottom, or side). The label must be reproduced (same size) from the facsimile below in black ink on white paper. The label must be filled in accurately and legibly, using bold characters at least ¼" high, except the "From" box which may be smaller. The name and requisition number of the receiving department must be used in the "Dept." box and "Dept. Req. No." box of shipping container labels in lieu of the name and requisition number of the ordering department. Label entries must remain clear

and legible for a period of at least two years under normal warehouse conditions.

SHIPPING BUNDLES: The information required in the facsimile below must appear in a convenient location on each shipping bundle.

MAILED SHIPMENTS: The facsimile below shall be used as a mailing label applied to one end of the mailing container (not top, bottom, or side). Affix postage to parcels bearing this mailing label so that the stamps or meter strip overlap the upper right corner of the label.

CAUTION: Noncompliance with the labeling and marking specifications will be cause for the Government to relabel in accordance with the specifications and charge all costs thereof to the contractor. The Public Printer reserves the right to institute this action without prior notice to the contractor or to reject the order because of such noncompliance.

FROM		FOR USPS DELIVERY APPLY POSTAGE	
DEPT.	STOCK NO.		
DEPT. REQUISITION NO.	CONTROL NO.		
GPO JACKET NO.	SUB. ID NO.		
GPO ORDER NO.	TITLE		
PROGRAM/PRINT ORDER NO.	TO		
FORM OR PUBLICATION NO./DATE			
QUANTITY PER CONTAINER			
PACKAGES PER CONTAINER			
_____ PKGS. OF _____			

Sample Bid Envelope

In order to ensure proper processing of all bids, the
Following information is required on all bid envelopes.

Program: 1202-S

From: _____

Address: _____

Apply
Postage

Check Appropriate:

☐ Bid Enclosed

☐ No Bid

U. S GOVERNMENT PRINTING OFFICE
928 JAYMORE ROAD, SUITE A-190
SOUTHAMPTON, PA 18966-3820

Bids will be received
Until June 26, 2003
At 2:00 p.m., EST.